Form I-20: Creating and Registering

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

When creating the Form I-20, "Certificate of Eligibility for Nonimmgrant Student Status," certain information about the student and the program is required. When registering, verify the information directly with the student.

Visa Type: F-1, Academic / M-1, Vocational

Issue Reason:

- Initial attendance: The student is NOT currently in the United States and is applying for a student visa.

- Initial attendance – change of status requested: The student is currently in the United States and is applying for student status.

Personal Information:

- Student's legal name (as it appears on their passport if possible)

- Student's date of birth, gender, country of birth, country of citizenship

- Issue reason (initial attendance or initial attendance – change of status requested)

- Student's foreign address (actual, physical address – not a recruiting agent or agency)

- The student's U.S. address is not required until the record is registered. This is because the student may not have had time to make living arrangements.

- Dependent information – accompanying spouse and children, if any

Program Information:

- Education level – Select appropriate level (e.g., bachelor's).

- Primary major code – Select the appropriate Classification of Instructional Program (CIP) code your school is accredited to teach.

- Secondary major code & minor code – Select the appropriate CIP code, if any.

- Normal length of study (months) – for the entire program.

- Program start date – Must NOT be greater than 30 days prior to the start of classes.

- Program end date – Must be when the student is expected to complete the program (NOT any extra grace period time).

- English proficiency – Required proficiency for course and student's ability.

Special Information:

- Expenses – includes tuition, living expenses and other costs

- Funding – includes personal funds, funds from the school and other funds.

! Check for duplicate records before creating new. Duplicates, if any, can be found in the Drafts and Initials list.

! Keep in contact with students to verify expected start dates.

! Maintain copies of passports, visas and other official documents.

! Register students in SEVIS every program and session start date.